



City of Burbank YOUTH EMPLOYMENT PROGRAMS Student Check-List

PLEASE NOTE: Applications will only be accepted through the City of Burbank's online employment center at: www.burbankusa.com

- Use this checklist to ensure that you have completed the entire application.
- Incomplete application will not be accepted!
- This is a competitive process so please complete each item professionally.
- Please call 818.238.5324 for more information.

To do:	✓
Go to www.burbankusa.com ; <i>click on the <u>I Want To (tab)</u></i> ; select Apply for a job.	
If this is the first time you are applying/using our on-line job application, you will need to create an account and select a User name and Password. If you have used the system before, log-in	
To apply on-line, click on Youth Services Worker, and then click on the "Apply" link.	
Fill out on-line application. Check application thoroughly. Make sure your name and phone number are inputted correctly.	
Fill out supplemental questionnaire – <u>Only for BEST Program</u>	
Upload Resume – <u>Only for BEST Program</u>	
Upload Cover Letter – <u>Only for BEST Program</u>	
Upload Letter of Recommendation – <u>Only for BEST Program</u> *This should be on letterhead and signed. Scan document to avoid disqualification.	
Press submit	



City Of Burbank

YOUTH EMPLOYMENT PROGRAM

APPLICATION PACKET DIRECTIONS

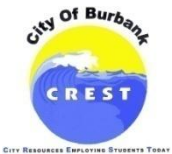
Congratulations on striving for the Youth Employment Programs! The Youth Employment Programs, in the City of Burbank, hire youth and places them in City departments, worksites with private businesses, or non-profit organizations. The businesses or the City of Burbank are paying the student's wages, so it is vital that all students in the Youth Employment Programs are top quality employees.

In order to qualify for the Youth Employment Programs, you might be asked for prior employment history, and you must:

- **Be between the ages of 14 and 21!**
- **Have strong work ethics!**
- **Be responsible!**



SUMMER TRAILS PROGRAM (teens 14 and 15 years old) Offers youth a summer job clearing dry brush and beautifying hiking trails in the Verdugo Mountains. Students work in teams to accomplish projects and are supervised by a *Team Leader* and *Junior Team Leader*. No prior work experience required. This program only operates in the summer.



CREST: City Resources Employing Students Today. This program provides 4-month jobs during the fall, spring, and 2 months during the summer; for youth ages 14-18 working in City of Burbank worksites or departments. No prior work experience required. *Note: During Summer Session CREST is limited to ages 16-18.*



BEST: (16 - 21 year olds) **Burbank Employment & Student Training.** *Students applying for the BEST Program must have prior work experience in order to be considered for employment.* Local businesses and the Chamber of Commerce partner with the City of Burbank to place students in non-profit organizations or local businesses for a paid internship. This program runs year-round.

For the **BEST Program** we will interview you as well as send you on an interview with your potential worksite. Although you interview you may not be placed at that worksite. This could be due to the specific requirements of each business. You will only be paid for hours you work at your worksite and training seminars. We will continue to send you out on interviews for which you are qualified or interested until you are hired.

These are temporary work experiences or training programs positions. In addition to your hands-on experience working in a City department, private business or non-profit organization, you will participate in mandatory paid career exploration training seminars.

IMPORTANT: In order to be considered for the Youth Employment Programs, you **MUST complete** your application online. By submitting your application online, you will be considered for one of the programs.

1. CITY OF BURBANK ONLINE PROFILE/APPLICATION

- Logon to WWW.BURBANKUSA.COM, click on the *I Want To (tab)*, and then click on the *I Want To Apply for a job (link)*.
- Scroll down and click on "Youth Services Worker" position title.
- Create online profile – Click on 'Create Your Account Here!'
- **NOTE:** If you have already created a user account, login using your previously created username and password.
- Enter your new account information (you **MUST** remember this information).
- Click on the 'Save' button.
- Click on the 'Create Application' button.
- Input a title for your application for your future reference.
- Click on the 'Create Application' link.
- Complete and review all fields.
- **NOTE:** Your application is saved, but has NOT been submitted to the City of Burbank for consideration. Click on the 'Logout' link in the upper-right hand corner.
- Then click on the job title that you are interested in applying for: "Youth Services Worker."
- Click on the 'Apply' link.
- Login using your applicant username and password that you previously created.
- Click on the link that says "To apply for the position of your position title click here."
- Answer the agency-wide supplemental questions.
- Click on the 'Save & Proceed' button on the bottom of the page.
- **NOTE:** If you are applying for the BEST Program the following applies:
 - Answer supplemental questions
 - Upload Resume, Cover Letter, and Letter of Recommendation (Your Letter of Recommendation needs to be on letterhead and signed, the easiest way to ensure you do not get disqualified is to scan this document and upload it).

REMINDERS:

- This is a legal document.
- Please fill in **ALL** blanks.
- The name you use on all documentation must match your legal name
(The name on your social security card)

2. RESUME – **ONLY FOR BEST PROGRAM**



- Feel free to refer to the attached "Resume Worksheet" for assistance.
- **NOTE: the Resume Worksheet is not your resume, but rather a guideline for making your resume.**
- We recommend typing your resume. The quality of your resume will be used to determine hiring for the **BEST Program**. You may also utilize WorkForce Connection's free computers and resume' assistance.
- We recommend turning in a resume every time you apply for a job.

3. COVER LETTER – **ONLY FOR BEST PROGRAM**



- Feel free to refer to the attached "Cover Letter Guide" for assistance.
- This is your opportunity to briefly introduce yourself and tell us why you feel you would be a good employee for the City. The quality of your cover letter will be used to determine hiring for the **BEST Program**. We recommend typing your cover letter and turning in a cover letter every time you apply for a job.

4. LETTER OF RECOMMENDATION – ONLY FOR BEST PROGRAM



- Please provide us with a letter of recommendation from someone **other than** yourself or your family members who can attest to your work ethics, character, skills, and overall employability.
- Examples of people to ask for letters of recommendation include teachers, club advisors, coaches, neighbors, former employers, previous supervisors, etc.

Please note, all of the above documentation, unless noted otherwise, is required in order to be considered for a job with the City Of Burbank Youth Employment Programs. There are always more applicants than there are jobs.

Successfully completing your application packet does not guarantee that you will be hired.

Further steps in the hiring process will include:

INTERVIEW- especially for the BEST Program

- You will be interviewed by Human Resources employees prior to being hired into the Youth Employment Program. Your performance in this interview will be used to determine hiring for the program and which program you are suitable for.
- You will most likely be interviewed by private businesses and non-profit organizations that are seeking **BEST** employees.
- ***You may complete the process to be hired into the Youth Employment Program, but not be placed into a worksite. This is dependent upon the desires of the business.**

AFTER YOU RECEIVE NOTIFICATION THAT YOU ARE BEING CONSIDERED FOR THE YOUTH SERVICES WORKER POSITION

PRE-EMPLOYMENT MEETING

EMERGENCY INFORMATION FORM

- The City of Burbank does not discriminate in their hiring practices.
- You will be required to attend a mandatory meeting in which you will have to bring your original social security card, driver's license/permit, Right to Work Card, and/or school identification.
- The information on this form will not be used to determine hiring decisions.
- It will be used to contact relatives and friends in case of an emergency and to help fill out further Benefits Department paperwork if you are hired.
- You will receive notification of the Pre-Employment Meeting by a phone call.
- Please bring the following items with you to the Pre-Employment Meeting:

ORIGINAL SOCIAL SECURITY CARD

- Must be your original blue card, not a copy.

PHOTO IDENTIFICATION (ID)

- This should be your driver's license, if you have one.
- If you do not have a driver's license, your school ID will be sufficient or a California ID issued by the DMV will be accepted.

DRIVER'S PERMIT

- If you are in the process of obtaining your license, a driver's permit will be needed when you come to the pre-employment meeting.

RIGHT TO WORK CARD- *If you are a US citizen, this documentation does not apply to you.*

- Green Card/ Immigration Naturalization Services or White Asylum Card
- You must show proof of your right to work in the United States.
- If your social security card reads “Not valid without INS authorization”, this does apply to you.
- You must get proof that you may be employed **BEFORE** turning in your application.

WORK PERMIT/ DIPLOMA

- To get a Work Permit, fill out the attached **Work Permit Request Form** and hold onto the form. The work hours you are allowed to work is dependent on your age. (see back of **Work Permit Request Form**)

DO NOT TURN IN WORK PERMIT REQUEST FORM TO THE CAREER CENTER AT YOUR SCHOOL UNTIL FURTHER NOTIFIED BY YOUTH EMPLOYMENT STAFF.

- You will need to bring in the original work permit as soon as possible (ASAP) after we notify you.

(Do not turn in the request form!)

- You do not need a work permit if you are 18 years old or older, or if you have already graduated from high school.
- If you have graduated from high school and are under 18 years of age, we need a copy of your high school diploma.

SIGN-UP

- You will be filling out your benefits paperwork so you will need to bring your original photo ID and Social Security Card.
- You will receive notification of the Sign-Up Session by a phone call.

DRUG SCREENING

Drug screening is standard procedure to work for the City of Burbank and is required.

BACKGROUND CHECK

- The City of Burbank will perform a background check on you prior to hiring you and prior to placing you in a worksite.
- If you are 18 years of age and over, please be aware, fingerprinting may be required as well.
- Please fill out and keep the WORK PERMIT REQUEST FORM and turn in only when notified

***Thank you for your interest in working for the City of Burbank.
This program is a temporary work experience and training program.
We hope we can help you prepare for a bright future!***

COVER LETTER GUIDE

Before someone can hire you, they need to know who you are: Introduce yourself with a cover letter! Here are some guidelines cover letters.



HEADING

Company Name
First and Last Name
Position Title
Address
City, State, Zip Code

PARAGRAPH #1

Introduction – Who you are (Your name).

What you currently do (student at XYZ High School, work for XYZ Burgers, etc.)

Job – How you found out about the job. Did someone refer you? Do you know someone that works there? Are you a customer who shops there? Did you find it on the internet, newspaper, career center? What the job title is. What are you applying for?

PARAGRAPH #2 – Sell yourself! Why should they hire you?)

Skills – What skills are needed for this job? Highlight these. What are you good at? (Usually also what you like to do) Examples of skills: computers, bilingual, organization, filing, typing, working with children, etc.

Experience - Have you done any volunteer work? Have you been in sports? Clubs? On a team? Have you taken any classes that relate? Have you ever babysat? Mowed lawns? Fed a neighbors cat? All of these are job experiences.

PARAGRAPH #3

Thank you – Thank them for reading your cover letter, considering you for the position, taking their time, etc.

Remind them – Remind them that you are interested in the position and working for their company.

Action- Let them know that you will contact them on _____ (when- be specific) to follow up, discuss a potential interview, answer any questions they may have about your resume, etc.

Contact Info – Leave them your telephone number and tell them they can call you with questions, etc.

SIGNATURE

- Write “Sincerely,” “Thank you,” or some other closing.
- Press “Enter” or “Return” on your keyboard 4 times (to insert 3 blank lines).
- Then type your first and last name (after the 3 blank lines).
- Print your letter and proofread it.
- Sign you letter on the blank 3 lines (after your closing, before your typed name).
- Your signature should be your full first and last name.

EDITING

It is **VERY IMPORTANT** that you spell-check your paper on the computer.
Spell check is only as good as the person who types and proofreads it so read carefully.

Proofread it yourself **before** printing.

Proofread it yourself **after** it has been printed.

Have 2 other people proofread your cover letter (a teacher, a parent, etc.)

Proofread, proofread, and proofread because this letter is a reflection of you.

RESUME WORKSHEET

NAME
Street Address
Telephone Number
E-mail address

OBJECTIVE: (Make this specific to the job and company you are applying for):

EDUCATION: School: _____ City, State: _____

Grade Point Average: (if above 3.0): _____

Anticipated graduation date (month, year): _____

Specialized coursework (advanced classes, electives, any classes that
Relate to the job you are applying for): _____

EXPERIENCE: (anything paid and/or volunteer)

Put these in chronological order most recent to past

<u>Title of Company</u>	City, State	Date began – Date ended
Job Title		
(Describe your duties and responsibilities) _____		

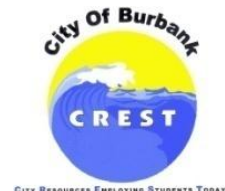
(Repeat above if you have additional experience)

SKILLS: (List everything that you experienced doing, i.e. filing, computer programs, bilingual, typing, etc.)

- _____
- _____
- _____

ACTIVITIES: (Clubs, leadership roles, organizations, teams, hobbies, etc.)

REFERENCES: (Adult, other than family, that would recommend you for the job, i.e. neighbors or teachers). Have this ready and typed on a separate sheet of paper and then simply put ***“Available upon request”*** at the bottom of your resume.



Statement of Intent to Employ Minor and Request for Work Permit
Not a work permit—Print all information except signatures

For Minor to Complete

Minor's name (last name first) _____ Social security number _____ Date of birth _____ Age _____ Grade _____

Street address _____ City _____ ZIP Code _____ Home telephone _____

School name _____

Street address _____ City _____ ZIP Code _____ School telephone _____

For Employer to Complete (Please review rules for employment of minors on reverse.)

► **City Of Burbank- BEST Program- Youth Employment Programs**

Name of business
275 East Olive Avenue _____ Burbank _____ 91502 _____ 818.238.5324 _____

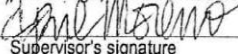
Street address _____ City _____ ZIP Code _____ Business telephone
Clerical- Maintenance- Child Care _____ Dependent on
program _____

Minor's work duties _____ Hourly wage _____

Maximum number of hours of employment when school is in session: **Blanks filled in depending on your age. (see next page)**

Mon. Age? Tues. Age? Wed. Age? Thurs. Age? Fri. Age? Sat. 8 Sun. 8 Weekly = ?

In compliance with California labor laws, this employee is covered by worker's compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.


Supervisor's signature

April Moreno
Supervisor's name (print or type)

For Parent or Guardian to Complete

This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that, to the best of my knowledge, the information herein is correct and true. I request that a work permit be issued.

In addition to this employer, my child is working for: City Of Burbank- Youth Employment Programs
Name of business

Signature of parent or legal guardian _____

Date _____

For School to Complete

Evidence of minor's age _____

Signature of verifying authority _____

Type:

Regular _____

Vacation _____

Year-Round _____

Work Experience Education _____

Other (specify) _____